

**BOARD OF THE PUBLIC SAFETY & SECURITY INFORMATION SYSTEM
(ILETS)**

Meeting #135

The Public Safety & Security Information System (ILETS) Board convened in person on April 25, 2022 at 2:00 p.m. at the Riverside Hotel, Boise, Idaho.

Board Members Present

Chief Craig Kingsbury, Twin Falls Police Department (Chairman)
Sheriff Shaun Gough, Gooding County Sheriff's Office
Chief Roger Schei, Pocatello Police Department (via phone)
Sheriff Mike Hollinshead, Elmore County Sheriff's Office via phone
Major Charlie Spencer, Idaho State Police (ISP)
Colonel Kedrick Wills, Director, Idaho State Police (ISP)

Non-Members Present

Leila McNeill, Chief ISP Bureau of Criminal Identification (BCI)
Sandy Kelleher, Operations Officer (BCI)
Alana Minton, ISP Deputy Attorney General

I. Opening

1) Call to Order

a) Chairman Chief Kingsbury called the meeting to order at 2:04pm

2) Silent Roll Call of Board Members

a) A roll call was conducted. All Board members were present in-person except Sheriff Hollinshead who was attending via phone

3) Chairman Kingsbury called for a motion to accept the board meeting minutes from the Nov. 8 and Nov. 29, 2021 meetings. Sheriff Gough moved to accept the noted meeting minutes. Chief Schei seconded the motion.

Votes in favor: 6

Votes against: 0

Motion passed

II. Informational Topics

1) SMART grant/SOR livescan projects

Bureau Chief McNeill updated the board members regarding the SMART grant livescan project that had been reported on at previous meetings. This grant was for purchase of 15 livescans at registration agencies to enable the counties to submit Sex Offender registration fingerprints to ISP electronically. At this point, 13 counties have been reimbursed and 2 counties have yet to submit their invoices. The grant is set to end on Sept. 30, 2022 unless we request an extension which will allow an extra year to expend the funds. BCI recently participated in a programmatic desk review by DOJ and did very well. There are only a couple of items needing to be addressed in order for the review to be closed out. NEC is

working on remediating issues that have been happening with some of the livescans that have been distributed. They have worked with Franklin County diligently to ensure the device works as expected.

2) Criminal Justice Subscription Notification Service

Bureau Chief McNeill stated that she had submitted a budget request for the ISP 2023 Fiscal year to be able to program for and implement Criminal Justice Rapback. This was a line item request in the FY23 budget which was approved in the overall ISP budget. That means that ISP will be able to implement Criminal Justice Subscription Notification Service during FY23. The project will have to wait until after the major switch conversion/replacement project. A checklist was included in the board meeting packet showing steps needed to participate/implement this service with the FBI. Chief McNeill is planning to ask CPI to create the Statement of Work in advance so when the switch project is completed, we can move to this project fairly quickly.

III. Old Business

1) Nlets NIEM XML conversion

This project was started last year and involves changing over all of our messages to XML. Nlets has a sunset date for XML conversion of Dec 2022. We aren't going to make it due to the outage last fall but there are other states that won't be converting by that date as well. We only have a few Nlets keys that have yet to be converted.

2) Circuit "last mile" contracts/SD WAN, router replacement – update

ISP has a signed contract as of October 27, 2021 with Hypercore. We are actively working through the project. It is taking much longer than anticipated. We are about ¾ of the way through District 1 and are close to completing site surveys in District 2. The biggest issue is agencies turning vendors away because they do not mention ILETS when they show up. We have been reminding contacts at the agencies again to make sure everyone knows when the vendor will show up and to call ISP if they have any questions before turning the vendor away.

3) Grant funding for Jail/Booking livescans

This is the 2019 NARIP grant to provide a new livescan for all Sheriff's offices/jail/booking stations. Twenty-nine agencies have signed agreements, seven have declined. Seventeen agencies have new livescans, eighteen have signed an agreement but have not moved forward and two agencies have not responded to our communications. We continue to try to contact agencies that have not responded to our letters, trying to encourage them to take advantage of this opportunity.

4) Switch replacement and conversion to Linux

The order for new hardware has been placed and the first version of the Statement of Work has been received. After ISP review we will send it back to CPI with revisions. The biggest issue now is the cost involved. Because it is more than expected and due to the amount being higher than what DOP allows agencies to review on their own, the SOW must be sent on to

DOP and/or the AG's Office for review. The results of this is that the process is taking much longer than expected. The plan is to bring up the Production site in Meridian on-site, and then next year implement a Duplicate Redundancy in the CPI cloud in Chicago.

5) Boats and snowmobile Registration interface with Parks and Recreation
Operations Officer Kelleher took this topic for discussion. This project is on hold due to the system outage last fall. The P&R vendor is working on rewriting the schema. We do not have an ETA from them yet.

IV. New Business

1) New ILETS User Fee Schedule

A new cost analysis spreadsheet was provided to the board in their packet materials. This topic was brought forth at the 2021 fall meeting. Costs have increased dramatically but income has remained static. The fund cannot sustain itself over time without increasing fees. Last fall the access fees were increased to cover increased Nlets fees as indicated in the packet documents. The fee increase being proposed this year is usage fees. ILETS has 53 users in the lowest levels; 2/3 of our users pay the least per agency. The top 1/3 pay for the largest percentage of the costs. Chief McNeill explained her process to come up with the new schedule which attempted to not overburden any of the agencies but to come up with increases that would be realistic and do-able. Chief Schei asked for BCI to provide bullet points that the Chiefs and Sheriffs can use to justify the increase to their commissioners. Chief Kingsbury asked if this was going to be presented at the Chiefs and Sheriffs association meetings. Colonel Wills offered to include this in his presentation to the Chiefs Association in May. The Sheriff's Association won't meet again until December 2022. Major Spencer offered a suggestion to include an annual increase based on the economic climate, understanding that budgets are tight. Chief Kingsbury said that he has to have a contract approved annually, his commissioners don't include budget amounts that were approved in a different year.

Sheriff Hollinshead moved to accept the proposed increases to the ILETS fee structure as presented with BCI providing informational material to all user agencies as soon as possible. Chief Schei seconded the motion.

Votes in favor: 6

Votes against: 0 Motion passes.

2) Election of Board Chair.

Chairman Kingsbury pointed out that in the interest of previous board policy is that the chair would pass to a Sheriff since the current chair is a Chief. Colonel Wills asked each of the Sheriffs about their ability to include Board responsibilities in their positions.

Sheriff Gough moved to elect Sheriff Hollinshead as the new ILETS Board chair.
Colonel Wills seconded the motion.

Votes in favor: 6

Votes against: 0 Motion passes.

3) Notice of Major Spencer's retirement from the ISP.

The board relayed congratulations to Major Spencer on his retirement after 33 years in law enforcement.

V. Executive Session

Colonel Wills moved "Pursuant to Idaho Code 74-206(1)(d), the board will convene into executive session to consider records that are exempt from public disclosure as provided in Chapter 1, Title 74, Idaho Code." Sheriff Hollinshead seconded the motion.

Roll call vote: Chief Kingsbury Aye, Colonel Wills Aye, Chief Schei Aye, Sheriff Gough Aye, Sheriff Hollinshead Aye, Major Spencer Aye.

The board exited from Executive Session at 3:25pm and reentered the board meeting.

Adjourn Meeting. Chairman Kingsbury entertained a motion to adjourn. Sheriff Gough moved to adjourn until breakfast on the following day. The motion was seconded by Sheriff Hollinshead.

Votes in Favor:6

Votes Opposed: None.

Chairman Kingsbury adjourned the ILETS Board meeting at 3:25pm.

Meeting minutes submitted respectfully,

Leila McNeill